

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**BACKFLOW AND CROSS CONNECTION INSPECTOR
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs intermediate technical work in the inspection of cross connection control devices and backflow prevention assemblies on the potable water distribution system. Employee reports to the Water Resources Meter Services Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing inspections of cross connection control devices and backflow prevention assemblies on the potable water distribution system. Work includes establishing, maintaining, and generating a variety of computerized records and reports; maintaining records of all backflow preventers installed in the City's water system; providing technical assistance to architects, engineers and plumbers on cross connection control procedures, methods and requirements; conducting final inspections on new installations of backflow preventers for adherence to requirements; testing and repairing devices; performing detailed cross connection control surveys to determine if cross connections exist; and identifying the type of backflow prevention assembly required for each installation. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with professionals, the general public, and co-workers. Work is performed according to department policies and procedures under the general supervision of the Water Resources Meter Services Superintendent and is evaluated through observation and review of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Conducts inspections of water service systems to assure compliance with municipal, State and Federal regulations pertaining to possible contamination of potable water.

Advises and instructs as to the installation of necessary backflow preventive methods.

Tests, repairs, and documents backflow preventers and check valves.

Conducts and documents inflow-infiltration inspections and studies.

Provides annual certification and continuing education unit training as a State of North Carolina Certified Backflow and Cross-Connection Trainer, including obtaining State-level certification, preparing and filing State-required documentation for annual continuing education units for certified plumbers and utility contractors, including test

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proctor training requirements for State-level examinations; maintains training certification database and hard copies of all training documentation.

Utilizes computerized data entry equipment and various database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data; maintains reports and records of surveys and investigations conducted and actions taken; creates and maintains database of all installed backflow devices and updates as appropriate.

Monitors installation of pressure-reducing valves past meters and backflow devices to ensure valve failure will not cause water system contamination or damage to the meter or water line.

Monitors installation of all water irrigation systems to ensure compliance with backflow policies and standards.

Prepares correspondence in response to inquiries concerning cross connections.

Keeps abreast of new technology regarding cross connection control.

ADDITIONAL JOB FUNCTIONS

May be subject to on-call availability.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Federal, State and municipal laws and regulations relating to contamination of potable water systems and infiltration problems.

Thorough knowledge of the operation, installation and inspection of cross connection and backflow preventive devices as applied to water distribution systems.

Skill in the use of the necessary tools, equipment and materials utilized in installing, inspecting, repairing and testing backflow prevention devices.

Ability to advise and instruct on installations and detect possible sources of contamination.

Ability to advise, instruct and communicate with consumers as to the proper methods of preventing contamination.

Ability to read and interpret blueprints, diagrams, specifications, codes and regulations.

Ability to utilize specialized computer system(s) operated by the department.

Ability to prepare and maintain reports and records.

Ability to obtain compliance with regulations.

Ability to establish and maintain effective working relationships with industrial and residential consumers, the general public and co-workers.

Ability to communicate ideas effectively orally and in writing.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent, with associate's degree in chemistry, science or a related field preferred, and 2 to 3 years of utility distribution system or pipe

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installation system experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. Possession of a certification as a Backflow Preventive Assembly Technician and Cross Connection Inspector within eighteen (18) months of date of hire.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational & Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 14
Non-Exempt